



CITY OF EUREKA COMMUNITY DEVELOPMENT DEPARTMENT

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Historic Preservation

Alteration or Demolition

Overview

The Eureka City Council, recognizing the extraordinary historic resources existing within the City of Eureka, established the Historic Preservation Commission. The Historic Preservation Commission has adopted a list of locally, regionally, and/or nationally significant properties and districts called the "Local Register of Historic Places".

The City Council has granted authority to the Historic Preservation Commission to review applications for additions, alteration, new construction, or demolition of all or part of any structure, or landscape element (such as historic walls and trees designated in the Historic Preservation Application) which is located on a property listed on the Local Register of Historic Places. In addition, the Historic Preservation Commission has the authority to review and make decisions for all requests from property owners to have property placed on, or removed from, the Local Register of Historic Places.

How to Apply

Historic Preservation applications are available at the Community Development Department, 3rd floor, City Hall, or on the Department's website at www.ci.eureka.ca.gov. Staff can assist you with the materials needed for a complete application packet. Once you have put together a complete application packet, return the application packet along with the application fee to the Department for processing.

The Process

Step 1: Application Acceptance, Department Review

Once your application has been submitted and fees collected, Staff will perform a preliminary review of the application to determine if the application is complete. Should your application be found incomplete, you or your agent, if you have designated one, will be contacted and advised what items must be submitted before processing can continue.

Step 2: Environmental Review

When the referral process is complete, the assigned planner will review the project in accordance with the California Environmental Quality Act (CEQA) to determine if the project is statutorily or categorically exempt from CEQA, or if further environmental review is required. If the project is exempt from CEQA, then Step 2 is complete. If the project is not exempt from CEQA, then the required environmental document must be prepared and circulated for agency and public comment.

Step 3: Staff Review and Reporting

Staff will prepare a written report that discusses the legal findings and presents staff's recommendations. The findings will determine whether the proposed project is consistent with the Secretary of the Interior's Standards for the Treatment of Historical properties. A copy of the staff report will be sent to you.

Step 4: Public Notice and Hearing

The Historic Preservation Commission has the authority to approve, approve with conditions or deny your application after holding a public hearing on the application. A Notice of the Public Hearing will be published in the Times Standard and will be sent to all property owners and tenants within 300 feet of your property. The notice, which must be published and mailed at least 10 calendar days prior to the hearing will state the date, time, and place for the public hearing. In addition, you will be asked to post on your property a sign, that we will provide to you, stating the date and time of the public hearing. You and/or your agent are encouraged to attend the Public Hearing. At the public hearing, any person may present verbal and/or written testimony for or against the project. The Historic Preservation Commission will take into account the whole record, including all of the public testimony before making their decision.

Step 5: Appeals

You as the owner, or any other person, can appeal decisions of the Historic Preservation Commission to the City Council; the appeal must be filed with the City Clerk within 10 calendar days of the Historic Preservation Commission's decision. Appeals must be submitted in writing on forms provided by the City Clerk and be accompanied by the required fees.

Other Permits and Reviews

In addition to completing the Historic Preservation review process, you may be required to obtain additional permits or reviews prior to proceeding with your project, such as Design Review, Building permits, and/or Encroachment permits. Community Development Department Staff can discuss with you what additional permits or reviews may or will be required.

How to Get Help

Call, e-mail or visit the Community Development Department; we are available to discuss your project with you. You may also wish to hire a consultant, such as an architect, engineer, land surveyor, or professional planner to assist you; a listing of qualified professionals is available in the yellow pages of the phone directory.

**Supplemental Application Form
Alteration or Demolition**

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Supplemental Application Form, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

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|---|--------------------------|--------------------------|
| 1. For Alteration, provide the following information: | Done | N/A |
| (a) A statement describing the proposed alteration, or reason for demolition. | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. For Demolition, describe the reason for the demolition, and provide sufficient information or documentation to support one of the following three findings: | Done | N/A |
| (a) The property is unsafe or a hazard to the public as a result of an unforeseen event such as a fire or earthquake | <input type="checkbox"/> | <input type="checkbox"/> |
| (b) Taking into account the potential value to the owner of the property of all available City and other accommodations and incentives (including without limitation, transferable development rights, zoning ordinance modifications, alternative building code standards or provisions, loans, grants, reimbursements and tax reductions) either: | | |
| (i) The current or most recent use of the property is not permitted under the current planning code (except as a nonconforming use) and adaptive reuse is not economically feasible; or | <input type="checkbox"/> | <input type="checkbox"/> |
| (ii) The adverse impact on the owner of the property is unreasonably large in comparison to the public benefit from denying demolition; or | <input type="checkbox"/> | <input type="checkbox"/> |
| (iii) The demolition would further a substantial community interest or result in a net community benefit; or | <input type="checkbox"/> | <input type="checkbox"/> |
| (iv) Denying permission to demolish would result in a taking or would violate state or federal law. | <input type="checkbox"/> | <input type="checkbox"/> |
| (c) Demolition must be allowed pursuant to the State Housing Law (Health and Safety Code Section 17900 et. seq.) or other applicable state or federal law. | <input type="checkbox"/> | <input type="checkbox"/> |

Plan Drawings for All Applications

All projects involving construction, alteration, conversion, or other modification to a building, structure or site must submit 1 original, and, if the plans are computer generated, one electronic copy (which may be sent via email) of a Site Plan, Floor Plan and Elevations, unless otherwise stated in the Supplemental Application Form(s) for the application you are submitting. If you are unsure which plan drawings you need to submit, or how many copies to submit, please contact the Department.

All of the plan drawings must be drawn to a standard engineer or architect scale. We prefer plan sheets to be no larger than 11" x 17", provided, of course, that the detail is legible at that size.

The following items must be included in the title block on EACH plan:

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| <ul style="list-style-type: none"> ✓ Title ✓ Scale ✓ North Arrow ✓ Contact information for the applicant, agent, and/or contractor | <ul style="list-style-type: none"> ✓ Property Address ✓ Assessor Parcel number ✓ Date |
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|---|---------------|
| <p>1. <u>The Site Plan should show:</u></p> <ul style="list-style-type: none"> (a) All property lines, with dimensions (b) All adjacent streets, alleys, and easements and distance to centerline of same (c) Sidewalk area as measured from the face-of-curb to the property line (d) Distance from all property lines to all structures (a.k.a. setback dimensions) (e) Square footage of all structures, measured exterior wall to exterior wall (f) Use of all structures (g) Size and location of all off-street parking and loading spaces (h) Landscaping, include size of planter area and the plant material and size (e.g., 5 gallon) (i) Location, size and type of trees to be removed (j) Natural resource areas (e.g., wetlands, riparian areas, etc.) | Done N/A |
| <i>Note: Eaves, structures to be removed/demolished, and upper floors may be shown in dashed outline and labeled (e.g., "Shed to be removed", "New second floor")</i> | |
| <p>2. <u>The Floor Plan should show:</u></p> <ul style="list-style-type: none"> (a) Interior/exterior walls (distinguish between walls to remain, walls to be removed, and new walls); include doors, windows, stairs, porches, decks, etc. (b) Room function (e.g., bedroom, kitchen, shed, garage, office, warehouse, etc.) (c) Structure dimensions (d) Square feet of each room or use in a multi-use building | Done N/A |
| <p>3. <u>The Elevation Drawings should show:</u></p> <ul style="list-style-type: none"> (a) Building or structure (including signs) height (b) Walls, roofs, overhangs, windows, doors and other architectural features (c) Slope of natural grade and cut/fill lines (d) Exterior building materials (e) Exterior colors or treatments | Done N/A |
| <i>Note: Color photographs may be submitted for alterations or additions to existing buildings or structures, including signs</i> | |

Project Worksheet

Please complete the information below by checking the appropriate boxes and attaching additional sheets for the supplemental information as necessary. If you have questions regarding this Project Worksheet, the application process, or general planning questions, please do not hesitate to contact the Community Development Department at the address and phone number shown above. Office hours are Monday - Friday 8 a.m. - noon and 1 p.m. - 5 p.m.

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|---|-------------------------------|------------------------------|---------|--------------------------|--------------------------|
| 1. Provide a description of the project site and the surrounding area as it exists now, include at a minimum, a discussion of land use, topography, soil stability, plants and animals, and any cultural, historical or scenic aspects. | Done <input type="checkbox"/> | N/A <input type="checkbox"/> | | | |
| 2. Lot Coverage (sq ft) | -Existing- | -Proposed- | -Total- | <input type="checkbox"/> | <input type="checkbox"/> |
| (a) Building coverage | _____ | _____ | _____ | | |
| (b) Paved area | _____ | _____ | _____ | | |
| (c) Landscaped area | _____ | _____ | _____ | | |
| (d) Unimproved area | _____ | _____ | _____ | | |
| 3. Submit a written explanation to all items marked "yes" below. Will the project: | Yes <input type="checkbox"/> | No <input type="checkbox"/> | | | |
| (a) Involve any soil excavation, grading or fill, or other earth moving activities? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (i) Amount of cut _____ cu yds | | | | | |
| (ii) Amount of fill _____ cu yds | | | | | |
| (iii) Maximum height of fill slope _____ ft | | | | | |
| (iv) Maximum height of cut slope _____ ft | | | | | |
| (v) Amount of fill import or export _____ cu yds | | | | | |
| (vi) Borrow or disposal site location: _____ | | | | | |
| (b) Result in an increase in the amount of solid waste or litter? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (c) Result in a change in dust, ash, smoke, fumes or odors in the vicinity? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (d) Result in a change in the pattern, scale or character of the general area? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (e) Result in a change in existing noise or vibration levels in the vicinity? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (f) Be sited on filled land or on a slope of 10 percent or more? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (g) Use or dispose of potentially hazardous materials, such as toxic substances, flammables or explosives? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (h) Result in a change in demand for municipal services (i.e., police, fire, water, sewage, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (i) Result in an increase in fossil fuel consumption (i.e. electricity, oil, natural gas, etc.)? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (j) Result in the alteration or demolition of a building that may have historical, social or cultural significance and/or a building that qualifies for inclusion on the California Register of Historic Places? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (k) Have any impact on any archeological or paleontological resource? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (l) Be phased? Or, is the project related to a larger project or a series of projects that have already been developed or are planned for the future? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (m) Be visible from: a scenic vista point or designated scenic route, park, beach, or other public recreation area(s) or result in a change in scenic views or vistas? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (n) Result in a change in existing features of any bays, tidelands, beaches, or hills, or substantial alteration of ground contours. | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (o) Result in a change in ocean, bay, stream or ground water quality or quantity, or result in an alteration of existing drainage patterns? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (p) Be located between the first public road and Humboldt Bay, the Elk River, Eureka Slough, Fay Slough, Cut-off Slough, Freshwater Slough, Cooper Slough, Second Slough, or Third Slough? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (q) Involve diking, filling, dredging, or placing any structures in open coastal waters, sloughs, wetlands, or on agricultural land designated as farmed or grazed wetlands? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (r) Be in or within 250 feet of a sensitive environmental resource area, in a 100-year floodplain, or in a park or recreation area? | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| (s) Extend onto or adjoin any beach, tidelands, submerged lands, or public trust lands? | <input type="checkbox"/> | <input type="checkbox"/> | | | |